

Missouri TSA Leadership and Career Development Conference

Instructions for using the on-line registration process.

USE INTERNET EXPLORER ONLY

1. Go to <http://www.ldness.com/conference/?state=motsahs> for **High School Only** or <http://www.ldness.com/conference/?state=motsams> for **Middle School Only** and your screen will look like EXAMPLE # 1:

EXAMPLE # 1

Chapter Selection for motsahs

What is the name of your chapter? [new chapter]

Password?

Welcome to the Missouri TSA State Leadership & Career Development Conference Website.

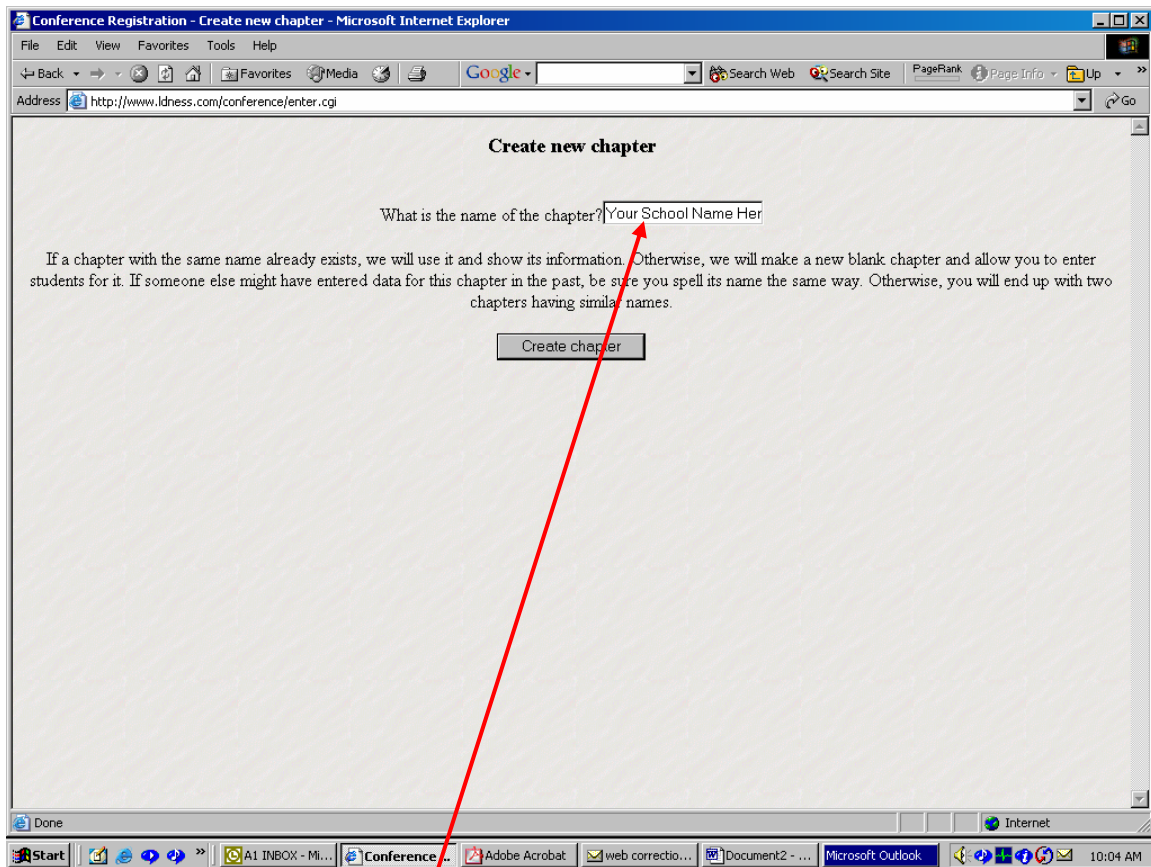
Proceed

2. To the right of “*What is the name of your chapter?*” select [new chapter].
3. Click to insert the *password* included in the TSA Conference News Flash. If you are unable to locate the password you can contact your state advisor: dmiller1@mail.dese.state.mo.us to request the password.
4. Press the Enter key or the “*Proceed*” button to continue your registration process.

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5. Your screen should look like EXAMPLE # 2

EXAMPLE # 2



6. Click in “*What is the name of the chapter?*” box and type in your chapter name **(example – Adrian HS TSA)**.
7. Then press the Enter key or the “*Create chapter*” button to continue your registration process.

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8. Your screen should look like EXAMPLE # 3:
9. Click in the box to the right of “*Advisor*” and type in the **lead advisors name**.
10. Click in the box to the right of “*School*” and type in the school name
(example – Adrian High School).
11. Press the Tab Key again to move your cursor to the first box in the “*First/Last Name*” column and type in the **lead advisors name and co advisors names first**.
12. Click in the “*Type*” column and select “*Advisor*” from the drop down box and press the “Enter Key”.
13. Click in the “*Delegate*” box to identify each chapter member who will represent your chapter in business session.
14. Click in box of the “*event(s)*” column for each participants selected event(s) they will be competing in.
15. Tab to the next line and continue this process for each CoAdvisor, Student, or Chaperone.

EXAMPLE # 3

Conference Registration - Conference Registration for Adrian High School - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://www.tsa.com/conference/enter.cgi Go Links

Google Search Web Search Site News PageRank Page Info Up Highlight

Conference Registration for Adrian High School

Advisor Jim Hogan

School Adrian High School

Please fill in every attendee's full name and choose the appropriate grade level or participant code from the list below. Be sure to Click the box in the Type column to see the drop-down list. Check each event that the person will be attending, and check the Delegate box if he or she is a delegate.

First/Last Name	Type	Delegate	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6	Fee
Jim Hogan	A								40.00
Allison Cook	12	D	CT						40.00
Becca Smith	10	D	CT	TB	TPS				40.00
Laura McGowan	11	D	CT	MR					40.00
Traci Rugg	11	D	CT	SE	TPS				40.00
Robert Wood	12	D	CT	TB	TPS				40.00
Bailey Umstattd	10	D	CT	MR	TPS	TRRW			40.00
Rachel Cook	10	D	EP						40.00
Andrew Yocum	12	D	TB	TRRW					40.00
Jason Rugg	11	D	IT	SE					40.00
									0.00
									0.00
									0.00
									0.00
									0.00

Start A1 INBOX - Micro... On-Line Instruction... Conference Regis... 3:58 PM

16. The event list abbreviations in almost all cases represent the first letter of each word used in the event such as: AM for Architectural Model, TB for Technology Bowl, etc.

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17. Scroll to the end of the school registration page and press the “*Store information*” button to save your registration information as in EXAMPLE # 4.

EXAMPLE # 4

[illegible]

18. Then your screen will look like EXAMPLE # 5:

EXAMPLE # 5

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Conference Registration - Data Saved - Microsoft Internet Explorer". The address bar shows the URL "http://www.khness.com/conference/chapter_store.cgi". The main content area displays the text "Data Saved" in bold, followed by a blue underlined link that says "Your data has been saved." A red arrow points from the bottom of the browser window up to this link. The Windows taskbar at the bottom shows several open applications, including "Start", "State Confere...", "FW: registra...", "On-Line Instru...", "Microsof FrontP...", and "Conference Re...". The system clock in the bottom right corner shows "12:17 PM".

19. To view or change your information click on “*Your data has been saved*”.

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20. Then your screen will look like EXAMPLE # 6:

EXAMPLE # 6

Conference Registration - Conference Registration for Adrian HS TSA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <http://www.idness.com/conference/enter.cgi?state=motsahs&password=statetsa&chapter=Adrian+HS+TSA> Go Links

Google Search Web Search Site News PageRank Page Info Up Highlight

Conference Registration for Adrian HS TSA

Advisor

School

Please fill in every attendee's full name and choose the appropriate grade level or participant code from the list below. Be sure to Click the box in the Type column to see the drop-down list. Check each event that the person will be attending, and check the Delegate box if he or she is a delegate.

First/Last Name	Type	Delegate	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6	Fee
Jim Hogan	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40.00
Allison Cook	12	<input checked="" type="checkbox"/>	CT	MR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40.00
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
		<input type="checkbox"/>	<input type="checkbox"/>						

Missouri TSA Leadership and Career Development Conference

21. Scroll to the end of the school registration page.
22. Your screen will look like EXAMPLE # 7:

EXAMPLE # 7

[illegible]

23. Then press the “*Display Invoice*” button to view and print your Invoice.

Missouri TSA Leadership and Career Development Conference

24. Your screen will look like EXAMPLE # 8:

EXAMPLE # 8

Conference Registration - Invoice - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://www.idness.com/conference/enter.cgi?state=motsahs&password=statetsa&chapter=Adrian+HS+TSA&readonly=1&invoice=1> Go Links »

Google Search Web Search Site News PageRank Page Info Up Highlight

Invoice

Chapter: Adrian HS TSA
School: Adrian High School
Advisor: Jim Hogan

Remit To:
Missouri TSA
Attn: Doug Miller, State Advisor
PO Box 480, 205 Jefferson Street
Jefferson City, MO 65102-0480

Check or Money Order Only (NO CASH OR PURCHASE ORDERS)

First/Last Name	Type	Delegate	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6	Fee
Jim Hogan	A								40.00
Allison Cook	12	CT	MR						40.00
Total fee for 2 students:									80.00

Done

Start State Conferenc... FW: registration i... On-Line Instructi... Microsoft FrontP... Conference Re... 12:23 PM

25. Select “*Print*” from your toolbar or from the File drop down menu to print your invoice for obtaining a Purchase order. **REMINDER:** You will need a check, or money order when checking in at conference registration (NO CASH or PURCHASE ORDERS WILL BE ACCEPTED).

26. Press the “*Back*” arrow to return to your registration data page.

Missouri TSA Leadership and Career Development Conference

27. Then press the “*Display Roster*” button to view or change your registration information.

EXAMPLE # 9

[illegible]

Missouri TSA Leadership and Career Development Conference

28. This is a report that you can print to have a permanent record of your registration.

EXAMPLE # 10

Conference Registration - Conference Registration for Adrian HS TSA - Microsoft Internet Explorer

Address: <http://www.idness.com/conference/enter.cgi?state=mo&password=statetsa&chapter=Adrian+HS+TSA&readonly=1>

Conference Registration for Adrian HS TSA

First/Last Name	Type	Delegate	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6	Fee	Passcode
Jim Hogan	A								40.00	111283
Allison Cook	12	D	CT	MR					40.00	689665
Total fee for 2 students:									80.00	

Done

Start | State Conferenc... | FW: registration i... | On-Line Instructi... | Microsoft FrontP... | Conference Re... | 12:26 PM

29. NOTE: Your school data can be changed at anytime from 12:00 a.m. March 1, 2003 through 12:00 a.m. March 25, 2003. If you have any questions or problems with the on-line registration process please contact Doug Miller at dmiller1@mail.dese.state.mo.us or (573) 751-7764.